DOCUMENT RESUME

ED 042 470 LI 002 089

TITLE	International Standardization of Library Statistics. Final Report.
INSTITUTION	United Nations Educational, Scientific, and Cultural Organization, Paris (France).
REPORT NO	COM-MD-14
PUB DATE	26 Feb 70
NOTE	46p.
EDRS PRICE	EDRS Price MF-$0.25 HC-$2.40
DESCRIPTORS	Foreign Countries, *International Programs, *Libraries, *Standards, *Statistics
IDENTIFIERS	*UNESCO

ABSTRACT

At its fifteenth session, the General Conference deemed it desirable that an international instrument be drawn up for the international standardization of statistics relating to libraries, in the form of a recommendation to Member States. Thus, the Director-General drew up a preliminary report together with a preliminary draft recommendation (See LI 002 088). These were sent under cover of a circular letter dated 16 July 1969 to Member States, who were invited to submit their comments and observations on this matter by 12 December 1969. By 31 December 1969, twenty countries had replied. Eighteen of these submitted comments and observations. The full text of the replies containing comments are in Annex I. Annex II is an analysis of these comments. In the light of the comments submitted, the Secretariat has prepared a revised draft recommendation which is the subject of Annex II. This document together with document COM/MD/6 (LI 002 088) form the final report to be submitted to a special committee of governmental experts meeting in Paris May 19 to 28, 1970. The draft recommendation from this committee will be submitted to the General Conference for adoption at its sixteenth session. (NH)

ED 042470

Distribution: general

COM/MD/14
PARIS, 26 February 1970
Translated from the French

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

INTERNATIONAL STANDARDIZATION OF LIBRARY STATISTICS

Final report submitted in accordance with Article 10.3 of the Rules of Procedure concerning Recommendations to Member States and International Conventions covered by terms of Article IV, paragraph 4, of the Constitution.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

SUMMARY

In resolution 4.512 adopted at its fifteenth session, the General Conference deemed it desirable that an international instrument be drawn up for the international standardization of statistics relating to libraries, in the form of a recommendation to Member States.

In accordance with Article 10, paragraph 1, of the "Rules of Procedure concerning Recommendations to Member States and International Conventions covered by the terms of Article IV, paragraph 4, of the Constitution", the Director-General drew up a preliminary report together with a preliminary draft recommendation (document COM/MD/6 dated 10 July 1969); this report and the preliminary draft recommendation were sent under cover of a circular letter dated 16 July 1969 to Member States, who were invited to submit their comments and observations on this matter by 12 December 1969 at the latest.

By 31 December 1969, twenty countries had replied to the circular letter. Two of them (Belgium and Syria) indicated that they had no comments to make; the other eighteen (Argentina, Austria, Finland, Hungary, Ireland, Israel, Japan, Malaysia, Netherlands, Nigeria, Romania, Singapore, Spain, Switzerland, Turkey, United Kingdom, United States of America and the Republic of Viet-Nam) have submitted comments and observations.

The full text of the replies containing comments on the substance will be found in Annex I of this document. Annex II is an analysis of these comments. In the light of the comments and observations submitted, the Secretariat has prepared a revised draft recommendation which forms the subject of Annex III.

This document is thus complementary to the preliminary report contained in document COM/MD/6; the two documents (COM/MD/6 and COM/MD/14) together form the final report which will be submitted to a special committee of governmental experts which is to meet in Paris from 19 to 28 May 1970. The draft recommendation drawn up by the committee will then be submitted to the General Conference for adoption at its sixteenth session.

002089 77

SEP 17 1970

ANNEX I

Replies to letter CL/2032 and to document COM/MD/6
received from Member States by 31 December 1969

(ARGENTINA)
Permanent Delegation of the
Argentine Republic to Unesco
Paris

10 December 1969

Sir,

In reply to your circular letter CL/2032 of 16 July 1969 concerning resolution 4.512 approved by the General Conference at its fifteenth session with reference to drafting a recommendation on the international standardization of library statistics, I have the honour to inform you that the competent authorities of my country:

(a) are in full agreement as regards the absolute need to draw up international regulations concerning the standardization of library statistics,

(b) are in full agreement as regards the definitions and concepts to be applied by Member States in preparing statistics;

(c) but object to the definition of trained librarians in paragraph 2 (n) of Part I of the preliminary draft recommendation, as they should "in all cases be persons in possession of a certificate of librarian issued by an official or State-recognized institute at university level".

Accept, Sir, the renewed assurances of my highest consideration.

Bonifacio Lastra
Ambassador, Permanent Delegate

(Translated from the Spanish)

(AUSTRIA)
Permanent Delegation of Austria to Unesco
Paris

1 December 1969

Sir,

In reply to your circular letter CL/2032 of 16 July 1969, I have the honour to inform you of the Austrian Government's view on the international standardization of library statistics.

The question is raised in paragraph 29 of document COM/MD/6 whether the central library only of a university should be counted as a single entity, whether this should also apply to the library of a university department or faculty, or whether the latter are to be regarded as "service points". The question, which is certainly of great importance, was not made clear in the circular letter referred to above (recommendation, etc.).

Contrary to the case of earlier Unesco figures, only official statistics are taken.

Where no exact figures exist, it would certainly be advisable to add in brackets the figures estimated by experts.

Accept, Sir, the assurances of my highest consideration.

Wilhelm Matejka
Permanent Delegate

(Translated from the French)

(BELGIUM)
Bibliothèque Royale de Belgique
Brussels

31 October 1969

Sir,

Mr. G. Verecken, Head of the Department of International Cultural Relations at the Ministry of National Education and Culture has forwarded to me your document COM/MD/6 concerning the international standardization of library statistics.

Attached is a copy of the reply of Mr. Liebaers, Head Librarian, to Mr. Verecken.

Accept, Sir, the assurances of my highest consideration.

J. Balis
Librarian

With reference to your letter of 11 August 1969, my colleagues and I have noted the contents of Unesco document COM/MD/6 concerning the international standardization of library statistics. We have no comments to make.

I should like to point out that our Institution took part in preparing the project.

I therefore trust that a scientist will be chosen from among the members of our Institution to attend the meetings of the Special Committee of Governmental Experts which is to take place in April 1970.

Accept, Sir, the assurances of my highest consideration.

Herman Liebaers
Head Librarian

(Translated from the French)

(FINLAND)
Ministry for Foreign Affairs
Helsinki

5 December 1969

Sir,

I have the honour to submit to you the comments and observations of the Government of Finland on the report and preliminary draft recommendation on International Standardization of Library Statistics, which was sent to the Member States of Unesco by your letter CL/2032 of 16 July 1969:

Basic considerations

As a result of applying different statistical methods in compiling library statistics in different countries, the data supplied by various Member States are not generally statistically compatible. This may be true also domestically in any given country, and for these reasons the need for the international standardization of library statistics is evident. The Government of Finland, therefore, give their full support to this recommendation to be adopted by the General Conference of Unesco.

The detailed comments are given below following the text of the draft recommendation.

I. Scope and definitions

The Government of Finland consider that the statistics scheme contained in the recommendation implies certain additions to and changes in the present practice. The service points mentioned in I.2.b (ii) comprise both the so-called immobile libraries (in Finland: main and branch libraries

and hospital and other institutional libraries) and mobile libraries (library vans, boats, trains, etc.). Owing to the fact that mobile libraries considerably differ from the so-called immobile libraries, especially in regard to their field of activity, and because there is lack of information particularly on the distribution of mobile libraries in different countries, the service points should be divided into two sub-groups, namely fixed and mobile service points.

Furthermore, Finland proposes that the printed materials mentioned in I.2.4 and III.6 should also include microfilms. At the same time it should be noted that because audio-visual materials differ from ordinary printed matters in regard to the place of use and the necessary equipment, the audio-visual material should be separated from the statistics on library collections.

I.2.i (Library visits). It is difficult to draw up reliable statistics if library visits are recorded in such a way that visits are separated from statistics on library users and registered borrowers, and occasional visits to a library are regarded as regular visits. The use of mechanical door counters and doorkeepers counting by sampling in libraries with many departments may involve additional expenses, the absolute necessity of which is difficult to justify. It may also be difficult to compile statistics on library users in the sense of I.2.j because the same user can be registered several times during the same day. This may happen if a library user visits different departments during the same library visit. Finland considers that the registered borrower referred to in I.2.k is a more reliable subject for statistics and that in this manner multiple registrations of the same borrower may be avoided. On the basis of the above-said the Government of Finland favour statistics based on registered borrowers and suggest the omission of statistics on library visitors and users.

II. Classification of libraries

The recommendation should contain precise standards on what kind of libraries should be included in the statistics. In the recommendation it is not mentioned how libraries included in the statistics could be separated from libraries of a private character which are not included in the statistics (e.g. home libraries). In practice it is very difficult in compiling statistics to take into account all libraries of a private character. It may be difficult to prepare international standards as to what kind of libraries ought to be included, but their absence hampers the international comparison of library statistics, which is the purpose of the recommendation.

Concerning II.3 Finland recommends the following classification:

(1) libraries with up to 10,000 volumes

(2) libraries with 10,000-100,000 volumes

(3) libraries with more than 100,000 volumes.

II.3.6 (University libraries). The new recommendation suggests a reduction of the number of categories to two only:

(1) university libraries proper

(2) libraries of institutions of higher education not forming part of a university.

As in Finland the university libraries proper and the libraries of university institutions, with only a few exceptions, do not form an administrative unit, the new recommendation would, at least as far as Finland is concerned, give rise to an unnatural situation. Consequently, the earlier classification in three categories should be upheld. For the sake of clarity it would be advisable to retain the explanatory note (p.64) of the 1957 recommendation: "Libraries of institutions of university level (i.e. those awarding doctorates, etc.) should not be counted under (c) but under (a) or (b)".

The classification of libraries into three categories presented in the recommendation II.3.f (up to 2,000 volumes; from 2,000 to 5,000 volumes and more than 5,000 volumes), if a library is considered as in I.2.b (i) "an administrative unit", is in Finland applicable only to libraries of small communities (less than 3,000 inhabitants).

Owing to the fact that in Finland in 1968 there were in public libraries, on the average, 2,3 volumes per inhabitant, the amount of volumes of most of our community libraries exceeds 5,000 volumes. Under these circumstances the number of categories needed for library classification in Finland would be smaller than that foreseen in the recommendation.

III. Reporting of statistical data

Collections, additions (III.6.c and d). It is essential that the basic statistics are given in metres of occupied shelves in both these paragraphs, and not by title in one of them. In cases where counting in metres is not sufficient (d (i)) data should be given by volume and not by title.

Annual number of visits to libraries (III.6.f). In Finland it is difficult to obtain reliable figures for all libraries. In addition, the significance and comparability of such figures is very questionable also from an international point of view.

Number of registered borrowers (III.6.g). As long as the lending procedure has not become automated, the figure required in this paragraph cannot be elicited, at least not in Finland. Nor does it seem purposeful to introduce a register merely for statistical reasons.

Number of works loaned for use at home (III.6.h). This paragraph should be extended to include the research libraries also, and accordingly the limitation "this information should be requested only in respect for public libraries" should be deleted.

Inter-library lending (III.6.i and j). In the statistics on inter-library loans the number of delivered requests (works) dealt with is more important than that of physical units (volumes or copies counted individually).

At least as regards copies supplied in lieu of inter-library loans, the request (work) should be counted as the statistical unit, because the number of copies supplied appears from paragraph 6.k.

It would be appropriate if Unesco could reconsider its suggestions for definitions "current expenditure" and "capital expenditure" (III.6.l and m) in consultation with the United Nations Statistical Office. This would be useful to ensure the conformity of the data on library expenses with the general principles of economic statistics.

Final comment

The Government of Finland consider it necessary that a sufficiently long transitory period, not under five years, should be observed after the adoption of the recommendation.

Please accept, Sir, the assurance of my highest consideration.

Jorma Vanamo
Secretary-General

(Original English)

(HUNGARY)
Hungarian National Commission for Unesco
Budapest

9 December 1969

We believe that the Preliminary Report on the International Standardization of Library Statistics (COM/MD/6, Paris, 10 July 1969) and the Preliminary Draft Recommendation concerning the same subject as an Annex, has, in view of the pertinent remarks of the respective Member States, increasingly approached the methods and basic principles of the statistical practice of the single countries.

There follow a few remarks in connexion with some of the details of the Preliminary Draft Recommendation:

To Chapter I, point (n)

We suggest that the term trained librarian be completed as follows: "Every person filling the post of a librarian, who had received general training in ... should be considered as trained librarian".

To Chapter III, points 6 (c) and (h)

To establish the size of the collections of a library, in Hungary, the number of volumes (single copies) is taken as a basis. The separate presentation of printed materials and manuscripts in the establishing of the size of library collections (the collection as a whole, the growth of collections or the loans) has not yet been realized. We believe that in the case of a definitely formulated international recommendation this breakdown could be carried out, although the separation, as such, is not considered of primary importance here.

To point 6 (g)

We suggest that, outside the case of special libraries, the number of registered borrowers should not be counted in the case of school libraries either.

Dr. Sandor Maller
Secretary-General

(Original English)

(IRELAND)
Irish National Commission for Unesco
Dublin

11 November 1969

Dear Sir,

In reply to your letter CL/2032 dated 16 July 1969, inviting comments on the report and preliminary draft recommendation concerning the international standardization of library statistics, I am directed to say that it is considered that the use of the word "collection" in Annex I, 2 (c), Definitions, page 16, is unnecessary and could lead to confusion.

Yours faithfully,

L.O. Laidhin
Secretary

(Original English)

(ISRAEL)
Israel Permanent Delegation to Unesco
Paris

12 December 1969

We see the standardization of international library statistics as an important step forward in the advancement of library services.

We herewith present to Unesco our comments and observations on the report and draft recommendation. We are appreciative of Unesco's initiative in presenting these draft recommendations to its Member States in accordance with Article 10.1 of the Rules of Procedure concerning Recommendations to Member States and International Conventions covered by terms of Article IV, paragraph 4, of the Constitution.

We are listing our comments by page and paragraph number.

p.8, para.23, line 8:

"All this goes to show ... of special libraries ..." should be changed to read: "All this goes to show the decisive influence of national, university and special libraries ..." This correction is recommended in order to prevent any misunderstanding as to the tasks of the different kinds of libraries.

p.10, para.30:

As existing Unesco terminology differentiates between three categories of third level education: (1) universities and equivalent institutions leading to an academic degree; (2) teacher-training institutes; (3) other education at non-university institutions, we recommend that Unesco use this terminology in determining which institutions are to be included under the heading, "university libraries".

p.10, para.31:

The size of collections, as well as that of annual additions, should be given in bibliographical units as well as in metres of shelving in order to facilitate comparison.

p.11, para.32:

We recommend that statistics on library visits be deleted from the questionnaire. This statistic is not of vital importance for international comparisons, is complicated and expensive to conduct, and does not reflect the activities of the library.

p.12, para.34:

The statement that "these absolute figures provide a means of calculating percentages of certain categories of current expenditure ... as compared with total current expenditure" is not valid. There are differences from country to country in the relative cost of materials, staff salaries, binding and repairs, etc. For example, comparing the United States of America and Western Europe with Asia, staff costs are high and book costs are low in the former, while staff costs are low and book costs are high in the latter. In addition, compiling these statistics is difficult and this should not be done as often as once every two years. On the other hand, we agree that such figures could be compared on an international level when compared with total expenditure on education, etc.

p.12, para.35, line 8:

"A distinction ..." should read: "A distinction should be made in this category ..."

p.16, (b) (i);

"Administrative unit: any independent library, or group of libraries, under a single director, and/or under a common administrative framework."

We see the need for adding the last phrase because there are some library systems where processing for several libraries is done centrally, but the director of the central library has no jurisdiction over the branch libraries.

p.16, (b) (ii):

"... provided that it serves the public directly. The total of libraries in one school should be counted as one service point only."

This last sentence is necessary in order to ensure that schools with small libraries in each classroom do not count each of these separately.

p.16:

After (d) "Addition" a new heading should be added: Volumes withdrawn: all materials removed from reader access.

We see the need to add this for two reasons: (1) For some libraries this has large implications as concerns additions relative to existing collections; (2) This activity requires a great number of work hours which would not be reflected in other statistics.

p.16, (h):

As has been emphasized in the past, Unesco should attempt to set an international standard as to what constitutes a "volume".

p.16, (i):

Library visit should be deleted (see comment concerning p.11, para.32).

p.16, (k):

Should read: "... from the library for use outside the library premises".

"For use at home" is too specific and could lead to misunderstanding.

p.16, (l) (iii):

Add: In cases where the bindery is part of the library, salaries of binders should be included in the cost of binding.

p.16, (n):

The last line, "The training ... branches of library work" should be deleted. There are many cases of competent people doing specific tasks who have not trained in several branches of library work (e.g. cataloguer of Oriental manuscripts, a person with special knowledge of foreign languages, etc.).

p.17:

Under the heading "classification of libraries" another heading should be added after national libraries: national libraries which perform functions in addition to those normally performed by a national library (such as university library, public library, parliamentary library). In many countries national libraries fulfil more than one function, and these should be listed separately.

p.17, (e):

"Medicine" should be added to the list of examples of special libraries.

p.17, (e) (i):

"Have the obligation to" should be deleted. The fact that a library has an obligation to serve makes little difference to the service it provides.

p.17, (e) (ii):

Add: excluding commercial lending libraries. It is almost impossible to conduct a statistical survey on commercial lending libraries, and it should be made clear in the questionnaire that these are not to be included.

p.18, (b):

Add: (iv) by national libraries, i.e. the population of the country.

p.18, (c):

The number of bibliographical units should also be given (see comment to p.10, para.31).

p.18, (d) (i):

Should read: ... "including microforms".

p.18, (e):

Should read: "number of titles of periodicals regularly received ...".

p.18, (f):

Delete. See comment to p.11, para.32.

p.18, (g):

Should be changed to read: "at least one book during the last six months of the specified period ...".

p.19, (h):

Should read: Number of works loaned for use outside the library premises ... This information should be requested in respect to all libraries which lend materials, excluding special libraries.

p.19, (l) (ii):

See comments to p.16 (l) (iii).

p. 20, (o):

"By formal methods" to be broken down as follows:

(a) undergraduate university training

(b) graduate college or university training

(c) non-academic training.

We would also suggest that Unesco weigh the possibility of adding the following to its questionnaire:

(1) Within the different kinds of libraries, each group should be further broken down accord- to size, as is done for public libraries. This is important for two reasons: (1) No minimum standard is set in the definition of a library; and (2) This detail is important for international comparison. In addition, more categories should be defined above the level of 5,000 volumes.

(2) As concerns public libraries, the types of collections should be detailed; e.g. children's literature, belles-lettres, reference.

(3) As concerns public libraries, there should be a breakdown of borrowers by age: up to 13; from 14 to 17; and 18 and over.

(4) There is value in including the percentage of male to female librarians in statistics on employees.

(Original English)

(JAPAN)
Japanese Permanent Delegation to Unesco
Paris

12 December 1969

I. SCOPE AND DEFINITIONS

Para.2: The terms "(e) printed" and "(f) periodicals" should follow the definitions used in the Recommendation concerning the International Standardization of Statistics relating to Book Production and Periodicals, adopted by the General Conference in 1964.

II. CLASSIFICATION OF LIBRARIES

Para.3 (c): Definition of "(c) Other major non-specialized libraries" does not seem to be clear enough, especially in connexion with "(e) Special libraries" and "(f) Public (or popular) libraries".

III. REPORTING OF STATISTICAL DATA

(1) Para.6 (c) Collections: In Japan, library collections are measured by the number of volumes, and it is rather difficult to switch the method to that of measuring collections in metres of occupied shelves in the immediate future. Accordingly, it is desired that provisions be made in the recommendation to permit conversion from the number of volumes to the metres of occupied shelves on the basis of an appropriate conversion rate.

(2) Para.6 (c) Collections and (d) Additions: It is difficult for larger libraries in Japan to distinguish "manuscript materials, including autographs" from "printed materials" in their reporting.

(3) Para.6 (i) Inter-library lending within the country, and (j) Inter-library lending at the international level: It does not seems to be useful to distinguish "copies" from "original materials".

Yosuke Nakae
Permanent Delegate

(Original English)

(MALAYSIA/SINGAPORE)
Singapore National Commission for Unesco
Singapore

9 December 1969

Explanatory Note:

Following preliminary recommendations made by separate ad hoc committees of the Persatuan Perpustakaan Malaysia (Library Association of Malaysia) and Persatuan Perpustakaan Singapura (Library Association of Singapore), the attached recommendations were finalized and approved by the Joint Standing Committee on Library Co-operation and Bibliographical Services of the two Associations for submission to Unesco through their respective National Commissions for Unesco.

I. SCOPE AND DEFINITION

Definitions

2 (a) Amend to read:

"Library: irrespective of its title, any organized collection of printed materials, manuscripts and audio-visual materials, and the services of staff to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of its users".

As the words "printed materials, manuscripts" are used throughout the Annex, it was felt that the description of a library collection should be consistent. Cf. amendments in 2 (1) (ii) and para. 6 (c).

2 (b) (ii) Amend last sentence to read:

"Service point: in the case of mobile libraries each vehicle stop is counted as a service point".

2 (c) Amend definition to read:

"Collection: all library materials provided by the library for the use of its clientele".

It was felt that not all users have free or direct access to library materials while some library materials are accessible only to a selected clientele. This amendment is based on the ALA definition of "library collection".

2 (g) Amend definition to read:

"Title: a term used to describe an item which forms a separate whole, whether issued in one or several volumes".

The word "printed" was omitted as it would exclude handwritten manuscripts, so long as the definition in (e) is accepted as including "all various reproduction methods"...

2 (h) Volume

Delete from line 1 the word "typed" as this is already covered by the term "printed" as defined in 2 (e).

2 (i) Library visit

Substitute "visitor" for "user" as the latter is defined in 2 (j) as "a person utilizing the services of the library".

2 (k) Amend definition to read:

"Registered borrower: a person entitled to borrow books from the library for use outside the library.

Add a new section as follows:

2 (l) "Registered reader: a person entitled to use the collection of a library".

This will apply mainly to libraries which extend their services to non-members of their respective institutions as a special privilege. If this recommendation is adopted, existing sections (l) to (n) should be renumbered (m) to (o).

2 (l) Current expenditure

Substitute "maintenance of library materials" for "bindings" and supplies" in line 2.

(ii) Acquisitions

Amend phrase within parenthesis to read:

(printed materials, manuscripts and audio visual materials)
cf. amendment in 2 (a) above.

(iii) Binding

Substitute the following for this sub-section:

(iii) "Maintenance of library materials: the cost of binding, rebinding and repair, including expenditure on pamphlet-boxes, file covers, etc. used for preserving library materials".

2 (m) Capital expenditure

Omit the word "including" in parenthesis in lines 2-3.

Add "and equipment" after "furniture" in line 3.

2 (n) Amend as follows to provide for two categories:

2 (n) (i) "Trained librarian, with formal library qualification: a person who has successfully completed a formal course of study leading to a nationally recognized library qualification".

2 (n) (ii) "Trained librarian, without formal library qualification: a person who has received a general training in library methods and techniques".

II. CLASSIFICATION OF LIBRARIES

3 (a) National libraries

Delete from line 2 the word "significant".

It was felt that national libraries should collect all publications published in the country.

4 Comment

In smaller developing countries such as Singapore, national and public library functions are carried out by one institution and are of equal importance, and difficulty would be experienced in attempting a separate breakdown for these functions.

III. REPORTING OF STATISTICAL DATA

6 (b) Population served

To add sub-section after (iii) as follows:

(iv) by special libraries, i.e. the total number of registered readers in special libraries provided with special library services.

6 (e) Collections

Amend this section to read:

"Information concerning library collections should cover only materials and manuscripts available to users presented as follows:

(i) printed materials, including microforms, counted by title;

(ii) manuscript materials, including autographs, counted by the number of units catalogued".

6 (d) Additions

Amend (i) by substituting "microforms" for "microcopies".

6 (f) Annual number of visits to libraries

Delete the last sentence.

6 (g) Number of registered borrowers

Amend first sentence to read:

"Only registered borrowers of the specified period should be counted".

Delete the last sentence.

6 (h) Amend heading to read: "Number of works loaned for use outside the library".

Delete the last sentence.

6 (i) Interlibrary lending within the country

Amend to read:

Only loans between separate administrative units should be counted, as follows:

Number of materials loaned, counted by volume or physical unit.

Delete (ii).

6 (j) Interlibrary lending at the international level

Amend to read:

"(i) items loaned:

number of materials loaned, counted by volume or physical unit.

(ii) items borrowed:

number of materials borrowed, counted by volume or physical unit".

6 (k) Photocopies

Amend (ii) to read:

(ii) microfilms by number of feet

6 (l) Current expenditure

Amend (iv) by substituting "maintenance of library materials" for "binding".

6 (n) Library employees

Amend sub-section (ii) to read:

(ii) trained librarians with formal library qualifications

full-time
part-time

(iii) trained librarians without formal library qualifications

full-time
part-time

6 (o) Amend heading to read "Number of trained librarians who completed training during the specified period".

Amend sub-sections (i) and (ii) to read:

(i) with formal library qualifications

(ii) without formal library qualifications.

Mrs. Hedwig Anuar
Chairman,
Joint Standing Committee on Library Co-operation and Bibliographical Services, Persatuan, Persatuan Perpustakaan Malaysia and Persatuan Perpustakaan Singapura.

(Original English)

(NETHERLANDS)
Netherlands Ministry of Education and Sciences
The Hague

28 November 1969

Sir,

With reference to your letter of 16 July 1969, CL/2032, with annexed preliminary draft recommendation concerning the international standardization of library statistics, I have the honour of informing you that, according to the Central Bureau of Statistics, they have no experts in the field of library work so that they are unable to give any advice on this matter.

Nevertheless they would like to make a few remarks on practical difficulties with regard to statistics based on this draft questionnaire concerning the definitions of library and trained librarians.

To quote their letter: "Neither of them are clearly outlined and are subject to different interpretations in various countries. This results in a restriction to international comparison.

Definition 2(a) does not give a definite description, which can refer to different centres of information. It seems to us very useful to give a nominative (and eventually a limited) enumeration of these information centres according to the nature of the subjects (e.g. books, films, records, etc.).

By keeping these categories apart and not bringing them together it would be easier to have a clearer view of the things to be compared with other countries. Each category can then be catalogued following the classification under II.3.

In definition 2(n) it is according to us recommendable to make two distinctions:

1. Training by formal methods, and
2. extended attachment

and to separate these two categories of librarians without mentioning 1 or 2. To put these two immediately together prevents a clear insight in the things to measure and to compare."

With a view of establishing a statistic of the Dutch library work they wish to draw the above to your attention.

Yours sincerely,
On behalf of the Minister,

G. Strasser
for the Head of the International Relations Division.

(Original English)

(NIGERIA)
Institute of Librarianship,
Faculty of Education,
University of Ibadan,
Ibadan

21 November 1969

It is recommended that proposals presented in the preliminary draft recommendation concerning the standardization of library statistics (Annex COM/MD/6) be accepted in principle in view of the urgent necessity of securing comparable information, based upon a common terminology, regarding library activity throughout the world. The following changes in respect of detail are, however, proposed:

Page 16 (n) to read:

(i) Professional librarian: all persons who have received an education at university level and a general training in library methods and technique and/or who possess a nationally recognized professional qualification in librarianship.

(ii) Library assistant: all persons who have received some training in library methods and techniques and who do not qualify for entry into category (i).

Page 20 to read:

(n) Library employees

(i) total number of employees

full-time
part-time

(ii) professional librarians

full-time
part-time

(iii) library assistants

full-time
part-time

John Dean,
Director

(Original English)

(ROMANIA)
State Central Library
Bucharest

24 November 1969

After examining the Director-General's report on the Standardization of Library Statistics and the preliminary draft recommendation attached to it, we have the honour to inform you that we are in general agreement with the contents of the two documents.

Our comments are concerned with the definitions contained in Part II (Classification of Libraries), paragraph 3, sub-paragraphs (a) and (c) of the preliminary draft recommendation

In view of the fact that national libraries are called upon to occupy a place of ever increasing importance in the intellectual life of nations, we are of the opinion that the definition given in sub-paragraph 3 (a) should be more comprehensive and include other functions which are normally theirs.

In many countries the national libraries, in addition to conserving all publications published in the country and a collection of works about the country and its people, play a preponderant rôle in the national system of information and documentation, carrying out research in the history of book-production and librarianship, take an important part in directing the policy of public libraries and act as a national clearing-house for international exchanges.

We are also of the opinion that the functions of national libraries should be more clearly expressed. For instance, the tasks of a library in its capacity as national bibliographical information centre should not be kept separate, but grouped with the others.

We therefore propose that paragraph (a) be redrafted to read as follows (the additional phrases are underlined):

(a) National libraries: libraries which, irrespective of their title, are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a "legal deposit" library, either as required by law or under other arrangements, and which hold and keep up to date a large and representative collection of foreign literature including books about the country in which the library is situated. They also play a preponderant rôle in the national system of information and documentation. In so doing, they will normally perform some of the following functions: act as a national bibliographical information centre - producing a national bibliography, publishing the retrospective national bibliography, compiling union catalogues; act as a national centre of documentation on bibliology; carry out research in the history of book production and librarianship; play a directing rôle in the management of public libraries and act as a national clearing-house for international exchanges.

With regard to paragraph (c), we consider the definition incomplete, as in many countries some libraries in this category may, for historical reasons, assume one or more of the functions of a national library (right of deposit, retrospective bibliography, etc.).

We therefore propose that paragraph (c) be redrafted to read as follows (the additional phrases are underlined):

(c) Other major non-specialized libraries: non-specialized libraries of a learned character which are neither university libraries nor national libraries as defined under (a) above, though some may fulfil either some of the functions of a national library or those of a national library for a specified geographical area.

Angela Popescu-Bradiceni
Director

(Translated from the French)

(SPAIN)
Instituto Nacional de Estadística
Madrid

3 November 1969

1. Scope: It would be advisable to adopt criteria for determining as objectively as possible the field of investigation for library statistics.

The following, or a combination of them, are suggested as being applicable in terms of the category of library:

Size of the library (existing collection)
Number of users
Size of the professional staff.

2. Although the definition of a library would seem to cover the term "materials" (documento in the Spanish text), it would be advisable to define this term explicitly, as it is repeated in a number of paragraphs in the text of the recommendation.

The term could be defined as follows:

"materials" shall mean a bibliographical unit, whatever it may be called, (book, pamphlet or periodical) or any other reading or audio-visual materials which, when taken together, constitute the collection of a library.

Note: This bibliographical unit may or may not coincide with the statistical unit taken for the purpose of calculating the size of a collection.

3. It would be advisable also to add definitions of book and pamphlet as given in the preliminary draft recommendation concerning the International Standardization of Statistics, relating to book production and periodicals, adopted by Unesco.

4. Under "other capital expenditures" (paragraph 6 (m) (iii)), those for the purchase of initial collections should be stated separately.

(Translated from the Spanish)

(SWITZERLAND)
Association of Swiss Librarians
Lausanne

5 November 1969

Unesco document COM/MD/6 of 10 July 1969 was brought to the notice of the Association of Swiss Librarians by its statistics committee.

The Association would like to say in the first place that it approves and will try to encourage, in so far as it can, the international standardization of library statistics. The Association will at the first opportunity adapt its annual "Statistics of Swiss Libraries" to Unesco standards.

Nevertheless, according to experience in Switzerland, all attempts to standardize meet with tremendous difficulties. The Association would therefore like to draw Unesco's attention to certain points which may cause difficulties.

1. II, 3 (c) and (f): In some cases it will be far from easy to distinguish between "other major non-specialized libraries" and "public (or popular) libraries".

2. III, 5: There is no guarantee that it will be possible to draw up statistics for the entire country every two years.

3. II, 3 (a)-(f): It is suggested that no account be taken of libraries with less than 2,000 volumes, unless they possess important collections of manuscripts or incunabula.

4. III, 6 (b): Calculating statistics for the population served will run into serious difficulties if anything more than rough estimates are required.

5. III, 6 (c)-(d): The Association agrees that the collections should be measured in metres, but is there not a contradiction between measuring in metres and adding to the number of titles, (number of units in the case of manuscripts)? In any event, the additions must be calculated in metres, to avoid having to measure the entire collection every two years. In these circumstances, the libraries can hardly be required to calculate in both metres and titles (or the number of units or volumes catalogued).

6. I, 2 (j): It might be as well to add "at least once a year".

   I, 2 (k): It might be as well to add: "and who borrows them at least once a year". These minor additions would make it possible to include the figures for I, 2 (j)-(k) in II, 6 (g).

The Association trusts that a solution can be found for the above problems, and that international agreement will be reached in the very near future.

J.P. Clavel
President

(Translated from the French)

(SYRIAN ARAB REPUBLIC)
National Commission of the Syrian Arab Republic for Unesco
Damascus

8 October 1969

Sir,

In answer to your letter No. CL/2032 of 16 July 1969 with reference to the recommendation concerning the international standardization of library statistics (document COM/MD/6):

I have the honour to inform you that the Ministry of Culture, Tourism and National Orientation has examined the recommendation and is of the opinion that it fully covers the subject. The Ministry has no comment to add.

Accept, Sir, the assurances of my highest consideration,

For the Secretary-General
(illegible)
(Translated from the French)

(TURKEY)
Ministry of Education
Ankara

3 December 1969

Subject: Recommendation concerning the international standardization of library statistics.

The draft concerning the international standardization of library statistics is examined.

1. The standardization of library statistics in all the member countries is considered advantageous and of great value.

2. These chapters relating to the library services and the different kinds of libraries are considered satisfactory.

3. Since some of the libraries in our country are making studies on the replacement of old classification by the new modern one and since these studies will be lasting for several years, no statistical information on the details of the collection can be taken.

4. Because the books and the periodicals in the Bibliography of Turkey which has been published by the Turkish National Library, are classified according to their subject and in accordance with Dewey Decimal Classification system, it is possible to prepare the required statistics as regards the subjects. However, since books and pamphlets are being dealt with separately in the aforementioned Bibliography, the library will not be able to give detailed statistics. Up to now, since there have been no statistical studies on different printings of books in the collection, no information will be able to be given in this respect.

With the exceptions of the above mentioned questions, we agree on the draft as a whole, especially as regards the other statistics on libraries.

We are of the opinion that some several years later, after the above mentioned inconveniences disappear, it will be possible to follow the international standards.

Yours sincerely

Abdülkadir Salgir
General Director of the Libraries,
The Ministry of Education

Dr. Müjgân Cunbur
General Director of the National Library
The Ministry of Education

(Original English)

(UNITED KINGDOM)
Ministry of Overseas Development
London

10 December 1969

Sir,

1. I wish to refer to the Acting Director-General's letter of 16 July 1969, and to the report and draft recommendation (COM/MD/6 and Annex) forwarded under separate cover concerning the International Standardization of Library Statistics. The British Government has given careful consideration to these documents on which it has the following comments and observations to make.

2. The competent authorities in Britain are at present in the process of reviewing for their own purposes the requirements for statistical data relating to different kinds of libraries. In the near future a series of working groups covering public, national, academic and special libraries is expected to consider what statistical data are required, the frequency and format of collection, and the magnitude of the collecting and processing tasks involved. There is a good chance that at least the preliminary results of this exercise will be available before the May 1970 meeting of the Unesco Special Committee takes place thus putting the British Government in a much better position than at present to comment constructively on the report and the draft recommendation. In these circumstances some of the views which the British Government is now able to express are necessarily of a tentative nature. Against this background the British Government considers it logical to confine the statement of its present attitude to the more important matters contained in paper COM/MD/6, and to divide its comments into two categories, viz.:

(a) Those matters on which it is already able to express a firm opinion, and

(b) those matters on which it has reservations, although not yet able to put forward specific alternative proposals.

3. The British Government's detailed comments on the report and draft recommendation on the International Standardization of Library Statistics (COM/MD/6 and Annex), divided into these two categories, are set out in the Annex to this letter which is forwarded for favour of your consideration.

4. The British Government is grateful for the invitation extended to it in your letter of 6 November 1969, to be represented at the May 1970 meeting of the Special Committee which is to prepare the draft recommendation for submission to the sixteenth session of the Unesco General Conference. The names and designations of those officials who will make up the British Delegation will be forwarded to you as soon as consultation between interested Government Departments has been completed.

Please accept, Sir, the assurance of my highest regards.

International Standardization of Library Statistics

The British Government's comments on paper COM/MD/6 and Annex

Category (a)

1. The British Government accepts the aims of the proposed recommendations as set out in sections 26 and 27 of the report - COM/MD/6 - but considers that the following amendments should be made to the succeeding paragraphs and to the annex.

2. Section 28

The British Government feels that this Section should be deleted as it does not accept in principle that methods of library administration should necessarily or primarily be determined so as to provide statistical data in a standardized form.

3. Section 29: The first part of the first sentence should read:

"One of the principal aims of collecting library statistics would be to establish the number of existing libraries by size and type; ..."

The British Government supports the proposal that mobile libraries should be regarded as a separate category of service point. It therefore suggests that the final paragraph might be amended to read,

"Mobile libraries, which Unesco regards as "service points' provided that they serve the public directly, and which are classified according to their primary function either as public or as school libraries, should constitute a separate sub-category in view of their special nature and significance in certain countries. This has been provided for in the preliminary draft recommendation".

Similarly section III6 (a) of the preliminary draft recommendation might be amended to read,

"NUMBER OF LIBRARIES

(i) administrative units

(ii) service points - static
mobile"

4. Section 31

In the view of the British Government there is a very strong case for measuring total stock, items on loan, and annual additions in the same units. For printed materials and manuscripts the only unit should be metres of occupied shelving. If the definition of a library includes collections wholly or predominantly consisting of audio-visual materials - as that under Section 2 (a) of the Annex appears to do - there is a strong case for statistics relating to these types of stock and their additions being collected. In any case, the British Government supports the proposal of the IFLA Working Group that data in the units suggested relating to collections of microfilms should be collected, as these are becoming an increasingly important part of many libraries. In addition, this information would make the statistics collected under Section 6 (k) much more meaningful. If these views are acceptable, paragraph 31 of the main paper and sections 6 (c) and (d) of the Annex will need to be recast.

5. Section 36: The final paragraph should be reworded to read:

"Lastly, it must be borne in mind that whilst many library statistics will relate to the calendar year, others will necessarily be based on a variety of academic or administrative periods which in starting date or duration may not be identical".

6. Section 6,(k), Annex

The British Government considers that it would be easier and more useful to count the number of volumes or articles copied rather than the total number of pages or microfilm frames.

Category (b)

In addition, the British Government has reservations on the following points, to which it is currently giving further consideration:

(a) Section 29 and 2 (a) (Annex)

Definition of "Library".

(b) Section 30 and 3 (b) (Annex)

The classification of libraries of academic and teaching institutions which are neither schools nor of university standard.

(c) Section 30 and 3 (f) (Annex)

The decision not to distinguish between libraries serving the public as a whole from those catering for certain sections of the public.

(d) Section 32 and 6 (f) (Annex)

The value of data relating to the annual number of visits to libraries.

(e) Section 32 and 6 (g) (Annex)

The desirability in relation to the work involved of collecting the number of registered borrowers.

(f) Section 35 and 6 (n) (Annex)

The categorization of library staff, especially those who have received some form of professional training.

(g) Section 36 and 5 (Annex)

The frequency at which different data may usefully be collected.

(h) Section 6 (n) (Annex)

The desirability of distinguishing the number of library posts from that of library employees.

(Original English)

(UNITED STATES OF AMERICA)
Department of State
Washington

26 November 1969

Dear Mr. Maheu:

In response to Mr. Adiseshiah's letter CL/2032, I am pleased to submit to you the following comments on the report and preliminary draft recommendation on the international standardization of library statistics (COM/MD/6):

Pages	Paragraphs	Comment
5-6	14 & 15	II Background: Paragraph 14 "...since 1955, Unesco has assembled library statistics regularly every two years..." Paragraph 15 "... library statistics are published annually by Unesco". Suggestion: As these two sentences seem to be contradictory, it may be useful to indicate in a footnote for which years library statistics have been collected.
7	20	Suggestion: For the sake of internal consistency a relationship of definitions should probably be established between COM/MD/6 of 10 July 1969 and 13 C/PRG/11 of 26 June 1964 (i.e. "a book" in publishing statistics and in library statistics should either follow the same definition or if not, there should be an explanation of the reason why).
7	21	Line 9 should read: "... been circulated in 1964 and drafted a terminological glossary for libraries, based on a related study of the American Library Association and a list of terms and definitions prepared by IFLA at its 1965 session". Line 11 "The working group" is incorrect.

Page	Paragraphs	Comment
		Suggestion: This sentence should read as follows: The resulting report was submitted...
		Line 15: Suggested change in wording: "The IFLA-ISO/TC46 Statistics Committee and a representative of the Library Statistics Committee of the East European Socialist Countries met again in October 1967 in Paris and proposed.."
8	25	"... forecast the resources needed to bring about library improvements". The term "forecast" in the statistical context of the document implies "projections".
		Suggestion: For this reason the term "indicate" should replace the term "forecast".
9	28	Suggestion: This paragraph should be deleted because it suggests Unesco is stepping out of its traditional rôle as international co-ordinator and becoming an advisor to standardize library administration methods.
10-12	30	The United States questions the statement that the "classification of libraries does not seem to raise any great problems".
		Suggestion: It seems that clarification is needed concerning an additional four types of libraries which may have to be either accommodated in the existing classification scheme or the classification may have to be enlarged to provide world-wide applicability: (a) Scientific and Technical Libraries and Libraries of Scientific Institutes; (b) Trade Union Libraries; (c) Youth Club Libraries; (d) Educational Libraries not forming a part of universities.
	31	The counting of collections is probably the most controversial item of the document. As stated in the Unesco document the only sound basis is meters of occupied shelving.
		Suggestion: To provide greater flexibility annual additions to the collection should be counted on a different basis, preferably by titles. However, if Unesco sticks to volumes for printed materials - then holdings of microfilms and microcopies and phonodiscs and tapes cannot be ignored because in the United States and other parts of the world they are forming growing parts of collections of materials of libraries.
	32	The inclusion of data on "the number of works loaned for use at home" if only applied to public libraries would meet with the approval of United States public librarians.
		Suggestion: Do not extend this question to other types of libraries.
12-13	36	As Unesco does not have the authority to prescribe when a country should have a national survey of the various types of libraries, it can only recommend that information be collected at certain intervals, preferably not to exceed three years.
		Suggestion: In the tabulations of Unesco, the date of the survey year should be indicated for each country and type of library in footnotes.
15-16	Annex	I. Scope and definitions. A number of definitions are not sufficiently specific. Among these the following need amplification:
		Collection: Suggested definition: The total accumulation of all materials (books, journals, microforms, recordings, etc.) provided by the library for its clientele.

Page	Paragraphs	Comments

Library user: Suggested definition: Persons entitled to receive the services a library renders.

Addition: It is suggested that the phrase "and to which users have access" be omitted because it is subject to misinterpretation in closed-stack libraries.

Volume: Suggested definition: A physical unit of any printed, typewritten, handwritten, mimeographed or other processed work contained in one binding or portfolio, hardbound or paperbound.

18-20 Annex III. Reporting of statistical data:
Suggestion: (f) It should be indicated how sampling is to be undertaken. (Unless there is a uniform base for so doing, the collected data would not be meaningful.)
Suggestion: (o) This item does not apply to the United States or many other countries and should either be amplified or deleted.

Sincerely yours,

Annis Sandvos,
Deputy Director
Office of Multilateral Policy and Programs
Bureau of Educational and Cultural Affairs

(Original English)

(REPUBLIC OF VIET-NAM)
Directorate of National Archives and Libraries
Minister of State for Cultural Affairs
Saigon

13 November 1969

The Directorate of Archives and Libraries in Viet-Nam,

Having examined the preliminary report and the preliminary draft recommendation referred to above,

Wishes to comment as follows:

I. PRELIMINARY REPORT

No comment.

II. PRELIMINARY DRAFT RECOMMENDATION

1. In general, no comment.

2. It would be advisable to make some minor adjustments:

(a) Page 16, paragraph (d) Addition: all materials added to collections during a specified period, whether by purchase, donation, exchange or any other method (for example: legal deposit, administrative deposit) and to which users have access.

The added phrase is: (for example: legal deposit, administrative deposit).

(b) Page 16, paragraph (n) Trained librarian: All persons who have received a general training in library methods and techniques. The training may be by formal methods or by an extended attachment under supervision in a library scheduled by the government or directed by a professional librarian. The training, however, should not be confined to only one, or a few, branches of library work.

The added phrase is: ... a library scheduled by the government or directed by a professional librarian.

(c) Page 17, paragraph (f) Public (or popular) libraries: those which....

A distinction should be made between:

(i) ...
(ii) ...
(iii) libraries financed by the Cultural centres of foreign countries.
...

The added phrase is: (iii) libraries ... foreign countries.

(d) Page 20, paragraph (n) Library employees

(i) total number of employees
...
(ii) trained librarians
...
(iii) specialists in certain subjects.

The added phrase is: (iii) specialists in certain subjects.

Nguyén Hùng Cuòng
The Director p.i.

(Translated from the French)

ANNEX II

Analysis of the comments and observations received from Member States of Unesco relating to proposals for amendments to the preliminary draft recommendation concerning the International Standardization of Library Statistics (document COM/MD/6)

General observations

1. Having examined the replies received up to 31 December 1969, the Secretariat considers that the following main conclusions can be drawn: the comments concerning the preliminary draft recommendation are in general very favourable; the majority of the governments have submitted observations only on particular points which are of special interest to them; few proposals relate to substantial amendments; sometimes the observations deal only with matters of detail which do not concern international statistics.

2. In this document will be found a summary of the comments on the substance of the question formulated by Member States on the text of the preliminary draft recommendation as well as an analysis of the principal points raised. These comments have been arranged in the order of the provisions in the preliminary draft recommendation to which they refer. The comments regarding details which are generally of secondary importance, or which deal with special problems of national practice, have been omitted, as also the comments which refer to certain paragraphs of the preliminary report and do not directly affect the text of the preliminary draft recommendation.

I. Scope and definitions

Paragraph 1

Spain considers it advisable to adopt criteria for determining as objectively as possible the scope of library statistics and suggests that one or more of the following criteria should be adopted, as being applicable according to the category of library: (a) size of the library (existing collections); (b) number of users; (c) size of the professional staff.

Switzerland suggests that no account should be taken of libraries with less than 2,000 volumes, unless they possess important collections of manuscripts or incunabula.

Observations: These observations concerning the exclusion of small libraries raise a problem which is both important and complex, to which it seems impossible to find an immediate solution. However, certain investigations are necessary, the results of which will have to be considered by the expert committee when it meets in May 1970 to study this matter, primarily because the choice of an international criterion may seem arbitrary. A library may indeed be considered "small" by some countries and "average" or "large" by others. Consequently, is there not a danger that any criterion might distort the international statistics? Of all the criteria proposed, only the criterion based on the size of the collections - expressed in metres of occupied shelves or in number of volumes - seems to permit a fair comparison. In no case will it be possible, however, for the criterion chosen to be applied to national libraries and to "other major non-specialized libraries" which are not numerous and are too important to be ignored in international statistics. For all these reasons, it would perhaps be more convenient to adopt a classification based on the size of collections, as far as university, special and school libraries are concerned, as that is already done in respect of public libraries.

In consequence it was thought that paragraph 1 should not be changed.

Paragraph 2

Spain observes that although the meaning of the term "materials" (documento in the Spanish text) appears implicit in the definition of library in sub-paragraph (a), this term should be explicitly defined, because it is repeated in several paragraphs of the preliminary draft recommendation. It suggests the following definition: "Materials: a bibliographical unit, whatever it may be called (book, pamphlet or periodical) or any other reading or audio-visual

material which, when taken together, constitutes the collection of a library". It considers moreover that it would be advisable to add the definitions of "book" and "pamphlet" as given in the Recommendation concerning the International Standardization of Statistics relating to Book Production and Periodicals, adopted by the General Conference in 1964.

The United States of America considers it desirable to establish a relationship between the definitions in this document and those of the Recommendation concerning the International Standardization of Statistics relating to Book Production and Periodicals. In the absence of a valid reason to the contrary, they ought to be identical.

Israel proposes that a new definition be inserted after sub-paragraph (d), as follows: "Volumes withdrawn: all materials removed from reader access". This amendment is considered necessary for two reasons: (1) in some libraries, the withdrawal of volumes has large implications as regards the actual rate of additions to existing collections; (2) withdrawals require a great number of work hours which would not be reflected in other statistics.

Malaysia and Singapore also propose a new definition to be inserted after sub-paragraph (k), as follows: "Registered reader: a person entitled to use the collection of a library". This would apply mainly to libraries which extend their services to non-members of their respective institutions as a special privilege.

Observations: The definition of "registered reader" proposed jointly by Malaysia and Singapore is almost identical with that of "library user". Moreover, the figures regarding the number of readers, often taken into consideration in national statistics, were not accepted in the preliminary draft recommendation, because it is difficult if not impossible to obtain these statistics since the practice of allowing free access to the library shelves has become increasingly general. Neither has it seemed desirable to accept Israel's proposal by reason of the little consequence attaching to information on documents taken out from collections at international level.

With regard to the suggestion made by the United States, it should be pointed out that the definitions which appear in both of the two documents quoted - sub-paragraphs (e), (f) and (g) of the preliminary draft recommendation - are identical in every way. The proposal of Spain to add definitions of "book" and "pamphlet" to the list of definitions in paragraph 2 has not been retained because it is not the intention in the revised draft recommendation to isolate these statistics (books and pamphlets), but to consider them together with the other publications in the group "printed materials". On the other hand, account has been taken of the suggestion to insert a definition of the term "materials", but the proposed wording seemed insufficient because it has also been considered necessary to define the terms "printed materials", "manuscript materials" and "audio-visual materials", considering that they are used several times as separate items in the draft recommendation. The following definitions will therefore be inserted after sub-paragraph (d):

"(e) Materials: all printed, manuscript and audio-visual materials;

(f) Printed materials: any printed work, whatever its title (book, pamphlet, periodical, journal, poster, folder, picture, geographical map, etc.);

(g) Manuscript materials: any handwritten and typewritten work;

(h) Audio-visual materials: all collection materials other than printed or manuscript works, such as films, micro-copies, lantern slides, gramophone records, tape-recordings, from which recorded pictures or sound can only be reproduced by means of the appropriate apparatus".

Consequently, sub-paragraph (e) of the preliminary draft becomes sub-paragraph (i) of the revised draft recommendation, etc.

Paragraph 2 (a)

Malaysia and Singapore propose that the definition of library be changed. They suggest the following wording: "Library: irrespective of its title, any organized collection of printed materials, manuscripts or audio-visual materials, and the services of a staff to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of its users".

The Netherlands consider that the definition of library does not give an exact description and, consequently, can refer to different centres of documentation. It would be very useful to give a nominative (and even a limited) enumeration of these centres, according to the nature of their collections (e.g. books, films, records).

Observations: It is not quite clear from the comments submitted by the Netherlands whether the definition of "library" should not include documentation centres or if it should be limited to certain types of centres only. Consequently it has been impossible to take it into consideration at this stage.

The proposals of Malaysia and Singapore certainly make an improvement to this definition. The introduction of the word "materials" into the definition has been thought necessary by reason of its frequent use in the draft recommendation to indicate the materials of a collection as a whole. The new wording of this definition is therefore as follows:

"(a) Library: irrespective of its title, any organized collection of printed, manuscript and audio-visual materials, and the services of a staff to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of its users".

Paragraph 2 (b)

Austria considers that the definitions in the sub-paragraphs (i) and (ii) do not make it clear whether the central library only of a university should be counted as a single entity, whether this should also apply to the library of a university department or faculty, or whether the latter are to be regarded as "service points".

Finland and the United Kingdom consider that the service points should be divided into two sub-groups: (a) static, and (b) mobile (library vans, libraries of ships, trains, etc.) with a view to recognizing the importance of mobile libraries.

Israel observes that there are cases where the operations of several libraries are centralized but the director of the central library has no jurisdiction over the branch libraries. Israel therefore proposes to add to the end of sub-paragraph (i) the following: "and/or under a common administration". Further, to ensure that schools are not tempted to count their small classroom libraries separately, Israel proposes the following amendment, to be added to the end of sub-paragraph (ii): "The libraries in any one school should be counted as one service point only".

Malaysia and Singapore propose that the last sentence of sub-paragraph (ii) should be changed as follows: "in this last case, each vehicle stop is counted as a service point".

Observations: The observation passed by Austria has not been retained because the present definitions seem sufficiently explicit. The suggestion of Malaysia and Singapore has not been retained either because it is much more important at the international level to know the number of mobile libraries than the number of stops; to ask for information on both matters seems superfluous.

The definition proposed by Israel in its first suggestion could give rise to confusion and has not been accepted. With regard to Israel's second suggestion, it is still a question whether the matter should be settled in the Recommendation or in another way (e.g. instructions given at the time of the counting of libraries). Nevertheless, this suggestion has been retained. It was thought more convenient, however, to amend the definition in paragraph 3 (d) than to change paragraph 2 (b) (ii). The following sentence has therefore been added to the end of sub-paragraph (d) of paragraph 3: "The separate collections of classes in the same school should be considered as a single library, which will be counted as an administrative unit or a service point, according to the definitions given in paragraph 2 (b)".

In response to the suggestion put forward by Finland and the United Kingdom, two amendments have been made to sub-paragraph (ii). In the first place, the terms "mobile libraries (library vans, ship libraries, train libraries)" have been substituted for the term "mobile libraries" in the third line; in the second place, the following text has been added to sub-paragraph (ii): "A distinction should be drawn between: static service points; and mobile service points".

Paragraph 2 (c)

Malaysia, Singapore and the United States suggest that the definition of "collection" be changed and propose two new wordings: "Collection: a total accumulation of all materials (books, journals, microforms, recordings, etc.) provided by the library for its clientele" (United States) and "Collection: all library materials provided by the library for the use of its clientele" (Malaysia and Singapore). Ireland considers that this definition is unnecessary and could lead to confusion.

Observations: It seems scarcely indicated to delete the definition while asking for statistics on the size and growth of collections. This definition has therefore been maintained. Malaysia, Singapore and the United States suggest that the phrase "materials to which users have access" be replaced, solely in the English text, by "materials provided by the library for its clientele". To give effect to these reasonable suggestions the English text has been amended as follows: "(c) Collection: all library materials provided by the library for its clientele".

Paragraph 2 (d)

The United States propose that the last words of the definition in the English text: "and to which users have access" be deleted, because it might lead to confusion in respect to libraries in which the public has no free access to the collections. Viet-Nam suggests that the following words: "(for example: legal deposit, administrative deposit)" be added after the words "any other method".

Observations: The definition seems so clear that it does not seem necessary to add the examples proposed which appear only to concern national libraries. Account has been taken, on the other hand, of the suggestion put forward by the United States, which is valid for the three other languages (French, Spanish and Russian). As "addition" is defined as "all materials added to collections" (and therefore an integral part of the collection), and as "collection" is defined as "all library materials to which users have access", it does not seem absolutely necessary to repeat this phrase in the definition of "addition". The last part of the definition, after the words: "any other method" has therefore been deleted in the four versions of the revised draft.

Paragraph 2 (e)

Finland suggests that microfilms be included among printed materials. Japan observes that the definition used in the Recommendation concerning the International Standardization of Statistics relating to Book Production and Periodicals, adopted by the General Conference in 1964, should be used.

Observations: As microfilms are audio-visual materials, it seems inadvisable to class them with printed materials. As the definition of the term "printed" used in the draft is identical with that which appears in the Recommendation, it has not been thought advisable to change this definition.

Paragraph 2 (g)

Malaysia and Singapore propose that the word "materials", which would thus cover manuscripts, be substituted for the expression "printed publication".

Observations: This suggestion has been accepted. However, as the term "materials" covers "all printed, manuscript and audio-visual materials" and as the term "title" should only concern printed and manuscript materials, sub-paragraph (g) has been modified as follows: "(g) Title: a term used to describe a printed or manuscript item which forms a separate whole, whether issued in one or several volumes".

Paragraph 2 (h)

The United States suggests that the definition be amended as follows: "Volume: a physical unit of any printed, typewritten, handwritten, mimeographed or other processed work contained in one binding or portfolio, hardbound or paperbound". Israel observes that Unesco should attempt to establish an international definition of a "volume". Malaysia and Singapore propose that the word "typed" be deleted, as typewritten works are already covered by the definition of "printed" in sub-paragraph (e).

Observations: The proposal put forward by Malaysia and Singapore has been rendered superfluous as a result of the insertion of the definition of "manuscript materials" in sub-paragraph (g) of the revised draft recommendation. The definition of "volume", the amendment of which has been proposed by the United States does not seem entirely satisfactory. Printed materials and manuscripts are the subject of four definitions in the revised draft recommendation: printed materials, manuscript materials, title and volume. Each of them should be clearly delimited. In effect the bulk of the materials (printed and manuscript) of a library is composed of materials which can be counted either by title or by volume. A volume is a physical unit whereas a title is, to some extent, an intellectual unit. A title can be divided into two or more volumes, and reciprocally a volume may be made up of two or more separate works or titles. To provide a solution to this complex problem, definitions of "printed materials" and "manuscript materials" have been added in the revised draft recommendation and the definitions of "title" and of "volume" have been amended. The definition of a "volume" has been amended as follows:

"(h) Volume: a physical unit constituted by printed or manuscript materials, whether it forms part of a work, of one or several bound items, kept in a box, strung together or otherwise grouped as a whole".

Paragraph 2 (i)

Finland observes that it is difficult to draw up reliable statistics on library visits. The use of automatic turnstile counters or door-keepers counting admissions by sampling would involve expenditure, the absolute necessity of which it would be difficult to justify. Further, the significance and comparability of these figures at international level are equally doubtful. Finland therefore proposes to do without these statistics.

Israel considers that statistics on the number of library visits are not of vital importance for international comparisons. Further, they are difficult and expensive to draw up and moreover do not give a true picture of the activities of the libraries concerned. For these reasons, Israel proposes that this type of information be deleted.

Malaysia and Singapore suggest that the word "user" be replaced by the word "visitor", a "user" being defined in sub-paragraph (j) as: "a person utilizing the services of the library".

Observations: Sub-paragraph (i) has been deleted, and also paragraph 6 (f).

Paragraph 2 (j)

The United States suggests that the definition be amended as follows: "Library user: Persons entitled to receive the services a library renders". Finland suggests that these statistics which are difficult to obtain be dropped because the same user may be counted several times on the same day if he visits several departments of a library during a single visit. Switzerland suggests that the following words: "at least once a year", be added to the end of the sub-paragraph.

Observations: The draft does not include recommendations regarding the preparation of statistics on the number of library users (see paragraph 6). The definition of "user" has been given because this term is used in several definitions. Moreover, in view of the difference which exists between "to be entitled to use the services of the library" and "to utilize the services of the library", it was considered preferable to keep this sub-paragraph without any amendment.

Paragraph 2 (k)

Israel considers that the phrase "for use at home", being too specific could lead to misunderstandings, and suggests that this part of the definition be amended as follows: "for use outside the library". Malaysia and Singapore make the same suggestion. Switzerland proposes that the following words be added at the end of the sub-paragraph: "and who borrows at least one a year".

Observations: The purpose of this sub-paragraph is to define the term "registered borrower", while paragraph 6 (g) indicates the circumstances in which borrowers will be counted. Switzerland's observation has not been retained because the definition in the preliminary draft is identical with the definition proposed. The suggestions put forward by Israel, Malaysia and Singapore, on the other hand, have been taken into consideration. Further, it has been thought necessary to

substitute the term "collection materials" for the word "book" and (French version only) the expression "en faire usage" for "les lire" (cf. paragraph 6 (g)). Consequently, sub-paragraph (k) has been amended as follows:

"(k) Registered borrower: a person entitled to borrow collection materials from the library for use outside the library".

Paragraph 2 (l)

Finland considers it desirable that Unesco should examine the definitions in sub-paragraphs (l) and (m) in consultation with the United Nations Statistical Office, to ensure that they conform to the general principles of economic statistics.

Israel suggests that the following sentence be added to the end of sub-paragraph (iii): "in cases where the bindery is part of the library, salaries of binders should be included in the cost of binding".

Malaysia and Singapore suggest that the words "bindings and supplies" in the second line of sub-paragraph (l) be replaced by the words "maintenance of library materials"; that the words in brackets in sub-section (ii) be amended as follows: "(printed, manuscript and audio-visual materials)"; and finally, that the present wording of sub-section (iii) be replaced by the following:

"(iii) Maintenance of library materials: the cost of binding, re-binding and repair, including expenditure on pamphlet-boxes, file covers, etc., used for preserving library materials".

Observations: the definitions in sub-paragraphs (l) and (m) are in conformity with the general principles according to which expenditure is divided into two major categories: ordinary expenditure and capital expenditure. Each category is then sub-divided according to the subject dealt with for there are still no international standards valid for all branches of statistics. It is therefore normal that the draft recommendation should present a specific programme, taking account on the one hand of the capability of libraries to supply the statistical information and on the other hand of the statistical needs of the competent authorities. For these reasons, the suggestion of Israel has not been accepted. On the other hand, the suggestions put forward by Malaysia and Singapore have been taken into account. To render the text of sub-paragraph (l) more concise, the expression "Ordinary expenditure" has been substituted for "Current expenditure" in the first line, the first expression being more commonly in use; a few changes have also been made to the wording and a new sub-paragraph (iv) added. The text of this definition has consequently been amended as follows:

"(l) Ordinary expenditure: all expenditure resulting from the running of the library, i.e. costs relating to employees, acquisition of items, maintenance of materials and other expenses.

(i) employees: the total amount of money spent on salaries and wages, allowances and other related costs;

(ii) acquisitions: the cost of all items (printed, manuscript and audio-visual) added to the library during the specified period;

(iii) maintenance of materials: the cost of binding and repair of materials, including expenditure on pamphlet-boxes, file covers, etc., used for preserving library materials;

(iv) other ordinary expenditure: the cost of maintenance and repair of buildings, replacement and repair of furniture, heating and lighting equipment, etc.".

Paragraph 2 (m)

Finland put forward the same comment as on the subject of sub-paragraph (l). Malaysia and Singapore suggest the following changes be made in the second and third lines: the word "including" should be suppressed, and the words "and equipment" added after the word "furniture".

Observations: With regard to Finland's comment, see the remarks relative to heading (l) which are equally applicable to this sub-paragraph. In addition to the changes proposed by Malaysia

and Singapore, which have been kept, it was thought necessary to replace, in the first line of the French text, the expression "dépenses d'equipement" by the expression "dépenses en capital", this being in current usage, and, in the third line of the French text, the word "documents" for the word "matériel". The revised text of the sub-paragraph is as follows:

"(m) Capital expenditure: expenditure incurred in the acquisition of or the addition to capital assets, i.e. building sites, new buildings and extensions, materials (initial holdings of collections), equipment and furniture for the new or enlarged buildings".

Paragraph 2 (n)

Argentina points out that the definition of "trained librarian" is not satisfactory for "only persons holding a diploma in librarianship accorded by an official institution of university level, or a private institution recognized by the State" should be considered as such.

Hungary suggests the definition might be further clarified by inserting in the first line, after "all persons" the following phrase: "occupying a post as librarian and".

Israel proposes the deletion of the last sentence of the definition: "The training...library work.", and points out that often competent persons carry out specifically defined tasks without having received a general training in several branches of the work of a librarian (as might be the case of a person responsible for drawing up a catalogue of oriental manuscripts or having a special knowledge of foreign languages, etc.).

Malaysia and Singapore suggest that a distinction should be made between two categories of trained librarians and propose the following definitions:

"(n) Trained librarian holding a recognized diploma in librarianship: all persons who have successfully completed regular courses of study in librarianship and who have been awarded a diploma in librarianship recognized by the State:

(ii) trained librarian not holding a recognized diploma in librarianship: all persons who have received a general training in library methods and techniques".

Nigeria also thinks there should be two categories of trained librarians and proposes the following definitions:

"(n) Trained librarian: all persons who have received training at university level and a general training in library methods and techniques, and/or who possess a nationally recognized professional qualification in librarianship.

(ii) library assistant: all persons who have received some training in library methods and techniques, but who do not qualify for entry into category (1)".

The Netherlands think it desirable to establish two categories depending on the type of training followed: (1) formal methods or (2) extended attachment in a library under supervision - and to separate these two categories of librarians without mentioning to which of the two categories the persons belong.

Viet-Nam suggests that the following words should be added to the end of the first phrase: "classified by the government, or directed by a professional librarian".

Observations: The definition proposed by Argentina was not retained because its result would be to exclude a large number of librarians from statistics. The same applies to Viet-Nam's suggestion, as the new elements proposed seem difficult to verify. Israel's proposal was retained and the last sentence of the definition was deleted as it could lead to confusion.

Other observations were made about dividing librarians into two categories. In view of the very varied opinions expressed about the composition and definition of these groups the sub-paragraph (n) has been amended as follows:

"(n) Trained librarian: all persons who have received a general training in library methods and techniques:

(i) by formal methods, leading to the award of a State-recognized diploma; or

(ii) an extended attachment in a library under supervision".

Paragraph 3

The United States thinks it would be desirable to give some precise details about four additional types of libraries which could be placed either in the present system of classification, or in a wider system: (a) scientific and technical libraries and libraries of scientific institutes; (b) trade union libraries; (c) youth club libraries; (d) educational libraries not forming a part of universities.

Finland points out that the recommendation should contain precise standards concerning the kind of libraries which should be included in the statistics, for the project gives no indication of how to distinguish between the libraries to be included in the statistics, and libraries of a private character and difficult to assess, which will not appear in the statistics (for example, libraries belonging to private individuals).

Moreover, Finland suggests that the following subdivisions be applied to all categories of libraries in paragraph 3: (a) with up to 10,000 volumes; (b) libraries with from 10,000 to 100,000 volumes; and (c) libraries with more than 100,000 volumes.

Israel considers that it is advisable to establish a subdivision for all categories of libraries included in this paragraph, based on the size of collections, as was done for public libraries, no minimum standard having been laid down in the definition of the library in paragraph 2 (a). Israel also considers that such a subdivision would be useful for international comparisons.

The Netherlands considers that a distinction should be made between libraries and documentation centres (these would be treated under the same classification system as in paragraph 3).

Observations: It did not seem necessary to adopt the suggestion of the United States as all the libraries mentioned could easily be covered by the classification given in paragraph 3. As for the question of private libraries, raised by Finland, although the general definition of what constitutes a library (paragraph 2 (a)) does not mention such libraries, all the definitions given in paragraph 3 show how they should be treated. (Thus, university and school libraries attached to private teaching establishments, specialized libraries maintained by private organizations, and public libraries financed out of private funds will have to be taken into consideration. On the other hand, libraries belonging to individuals and commerical lending libraries will not have to be taken into consideration as they do not answer the criteria set out in paragraph 3).

With regard to the comments of the Netherlands, the documentation centres form a part of libraries according to the definition of what constitutes a library in paragraph 2 (a): "...irrespective of its title...". It was not thought advisable to retain this proposal as it would mean changing definition 2 (a), drawing up a definition of the documentation centre and probably a distinct classification.

The subdivision of libraries according to the size of collections, as proposed by Israel, is of definite interest with regard to university, special, school and public libraries, even though it does not seem justified in the case of national libraries and "other major non-specialized libraries", because their number is too limited. The suggestion was retained and a special subdivision was established for school libraries because of their small size. Consequently, the second part of paragraph 3 (f) which begins "public libraries considered to be..." has been deleted and a new paragraph reading as follows has been inserted after paragraph 3:

"4. University, special, school and public libraries, considered to be 'administrative units", should, in addition, be classified in the following groups according to the size of their collections:

(a) University, special and public libraries:

(i) libraries with up to 250 m. of occupied shelves (up to 10,000 volumes);

(ii) libraries with more than 250 m. and up to 625 m. of occupies shelves (10,001 - 25,000 volumes);

(iii) libraries with more than 625 m. and up to 1,250 m. of occupied shelves (25,001 - 50,000 volumes);

(iv) libraries with more than 1,250 m. and up to 2,500 m. of occupied shelves (50,001 - 100,000 volumes);

(v) libraries with more than 2,500 m. of occupied shelves (more than 100,000 volumes).

(b) School libraries:

(i) libraries with up to 50 m. of occupied shelves (up to 2,000 volumes);

(ii) libraries with more than 50 m. and up to 125 m. of occupied shelves (2,001 - 5,000 volumes);

(iii) libraries with more than 125 m. and up to 250 m. of occupied shelves (5,001 - 10,000 volumes);

(iv) libraries with more than 250 m. and up to 625 m. of occupied shelves (10,001 - 25,000 volumes);

(v) libraries with more than 625 m. of occupied shelves (more than 25,000 volumes)".

What was paragraph 4 becomes paragraph 5, etc.

Paragraph 3 (a)

Malaysia and Singapore suggest that the word "essentielles", in the third line of the French text, ("significant" in the English text) should be deleted as they believe a national library must assemble all works published in the country.

Romania points out that the definition should be more comprehensive, and gives other activities which can normally be the responsibility of national libraries. Romania stresses that in many countries national libraries play a leading part in the national system of information and documentation; they carry out research into the history of books and of library techniques, have important functions as regards guiding public libraries, and assume the responsibility of a national exchange centre for documents. Romania also considers that the functions of national libraries should be more clearly defined and proposes the amendment of sub-paragraph (a) as follows:

"(a) National libraries: libraries which, irrespective of their title, are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a legal "deposit" library, either by law or under other arrangements and which keep up to date a large and representative collection of foreign literature including books about the country in which the library is situated. They also play a major rôle in the national system of information and documentation. As such they will normally perform some of the following functions: act as a national bibliographical information centre - preparing the national bibliography, producing the retrospective national bibliography, compiling union catalogues; act as a national documentation centre on bibliology; undertake research into the history of the book and library techniques; play a guiding rôle in the functioning of public libraries and act as a national centre for international exchange".

Israel suggests that, after sub-paragraph (a), a new sub-paragraph should be added dealing with libraries which, whilst acting as national libraries, also perform other functions (for example, those of a university library, public library or parliamentary library).

Observations: Israel's suggestions (cf. paragraph 4) and Romania's were not retained. On the other hand, the suggestions of Malaysia and Singapore were taken into consideration. In order to make the definition more concise, the phrase "They will also normally perform...retrospective national bibliography." has been deleted. (This sentence lists functions which are not necessarily those of the national library.) In consequence, the definition has been altered as follows:

"(a) National libraries: libraries which, irrespective of their title, are responsible for acquiring and conserving copies of all publications published in the country and functioning as a 'deposit' library, either by law or under other arrangements. Libraries which may be called 'national' but whose functions do not correspond to the above definition should not be put in the 'national libraries' category".

Paragraph 3 (b)

Finland proposes that university libraries be classified as follows: (a) main or central university library, or again a group of libraries which may be in different places but which are the responsibility of one director; (b) libraries of institutes or university departments which are not financed by the budget of the main library; (c) libraries of institutions of higher education which are not attached to a university.

Israel points out that the recommendation concerning the International Standardization of Educational Statistics (adopted by the General Conference in 1958) gives three types of higher education: (a) education at universities and equivalent institutions leading to an academic degree; (b) teacher education at non-university institutions; (c) other education at non-university institutions. Therefore Israel suggests that Unesco use this terminology in order to decide upon the institutions to be classed under this sub-paragraph.

Observations: It was not considered desirable to retain the classifications of university libraries proposed by Finland and Israel as it was thought that the classification of the draft recommendation, which is based on a sole criterion, the statutary position of the teaching establishment to which the library is attached, was the simplest and the easiest to apply. However, it was thought necessary to replace the term "higher education" by "education at the third level", as used in the recommendation concerning the International Standardization of Educational Statistics, thus making sub-paragraph (i) more precise. In consequence, sub-paragraph (b) was amended as follows:

"(b) University libraries: those primarily serving students and teachers in universities and other institutes of education at the third level. They may be open to the general public as well. A distinction should be made between:

(i) university libraries proper; that is to say, libraries of universities, faculties, institutes or university departments; and

(ii) libraries of institutions of education at the third level not forming part of a university".

Paragraph 3 (c)

Japan points out that this definition is not sufficiently clear.

Romania suggests completing the sub-paragraph by inserting, after the word "fulfil" in the third line of the English text /"remplissent" in the fourth line of the French text/, the following phrase "for instance some of the appropriate functions of national libraries for a specified geographical area".

Switzerland thinks that in certain cases it will be very difficult to distinguish between such libraries and public libraries.

Observations: The remarks of Japan and Switzerland raise a delicate and very controversial matter. The libraries in this category, which are relatively few, have very varied functions. If the dominant function were to be taken as the criterion, some of these libraries could be classified under national libraries, public libraries or special libraries. An extremely small number of them would doubtless remain outside any of the five other existing categories, but it might be asked if this would be an adequate reason for creating an extra category, "other libraries"; which does not in fact exist in the national statistics. All things considered it was thought preferable to delete sub-paragraph (c).

Paragraph 3 (d)

Although no comments had been made about this sub-paragraph, it was deemed advisable to replace the expression "higher education" by "education at the third level as used in the recommendation concerning the International Standardization of Educational Statistics. The definition was therefore amended as follows:

"(d) School libraries: those attached to all types of schools below the level education at the third level and serving primarily the teachers and pupils of such schools, even though they may also be open to the general public".

Paragraph 3 (e)

Israel suggests that in sub-paragraph (i), the words "which have the obligation to" be replaced by "which provide", and that, in the first line of sub-paragraph (ii), after the words "those libraries" the following words: "with the exclusion of commercial lending libraries" be inserted. As a statistical survey of such libraries is almost impossible, it should be made clear that they are not to be included.

Observations: The first suggestion was retained. On the other hand the second proposal was not followed as the definition given in sub-paragraph (e) appears sufficiently clear on this point. If, however, the Committee of Experts decides to mention commercial libraries in the text of the recommendation, it would then be necessary to define the term "commercial library". In consequence sub-paragraph (i) has been altered as follows:

"(i) those libraries which provide materials and services to all members of the public who need them; and"

Paragraph 3 (f)

The drafting of a new paragraph - paragraph 4 of the draft recommendation - made the second part of sub-paragraph (f) - beginning "Public libraries...." unnecessary, and it has therefore been deleted.

Paragraph 4

Malaysia and Singapore draw attention to the fact that in certain developing countries the functions of the national library and of the public library are undertaken by one and the same institution and are of equal importance; it would therefore be difficult to make a distinction between these functions.

Observations: Such cases are doubtless rare for it is in general possible to give the main function of a library. The libraries in question should be classified in one or the other category, with an explanatory note. It did not seem desirable to arrange for mixed categories or to mention this case in the text of the recommendation.

Paragraph 5

The United States point out that since Unesco does not have the authority to prescribe when a country should have a national survey of the various types of libraries, it can only recommend that information be collected at certain intervals, preferably not to exceed three years. Switzerland points out that it is not certain that statistics covering the country as a whole can be drawn up every two years.

Observations: In order to take these comments into account, paragraph 5, which becomes paragraph 6 in the draft recommendation, has been changed as follows:

"Statistics referred to in the present recommendation should be drawn up at regular intervals not exceeding three years. The information given should be presented in conformity with the provisions of paragraphs 2 to 5. Attention should be drawn to any differences between the definitions and classifications contained in this recommendation and those customarily used at the national level".

Paragraph 6 (a)

As a result of the changes made to paragraph 2 (b), paragraph 6 (a) has been modified as follows:

"(a) Number of libraries

(i) administrative units
(ii) service points

- fixed
- mobile".

Paragraph 6 (b)

Israel suggests that a new sub-paragraph be added as follows:"

"(iv) by national libraries, i.e. the population of the country".

Malaysia and Singapore also suggest adding a new sub-paragraph as follows:

"(iv) by special libraries, i.e. the total number of readers registered in special libraries who make use of the special services of these libraries".

Switzerland points out that the preparation of statistics regarding the population served will come up against considerable practical difficulties if more than general figures are required.

Observations: It has not been considered necessary to take action on these comments. Data on the population served do not appear to be of any real interest in the case of national or special libraries It should be noted incidentally that the definition suggested by Malaysia and Singapore refers to "registered readers", not to "population served". Data on university and school libraries are moreover drawn from educational statistics and data on public libraries provided by national offices of statistics.

Paragraph 6 (c) and (d)

The United States are of the opinion that paragraph 6 (c) and (d) should also cover collections of microfilms, microcopies, gramophone records and tape recordings, which form an increasingly large part of library collections in the United States and other parts of the world. Finland considers it essential that paragraph 6 (c) and (d) should specify that statistics should be expressed in metres of occupied shelves. If the counting methods in paragraph 6 (d) remain unchanged, the word "title" in sub-paragraph (i) should be replaced by "volume". Hungary considers that the distinction in paragraph 6 (c) and (d) between printed materials and manuscript materials is not of primary importance. Israel is of the opinion that the size of collections and additions thereto should be indicated both in bibliographical units and in metres of occupied shelves. As regards public libraries a distinction should be drawn between the various types of collections, such as children's books and literary and reference works.

Japan notes that in Japan, library collections are counted by the number of volumes, and that it would be difficult to change this method in the near future. It would also be desirable to provide indications for the conversion of volumes into metres of occupied shelves on the basis of an appropriate conversion rate. It is difficult for Japan, particularly as regards the larger libraries, to draw the distinction between printed materials and manuscripts laid down in paragraph 6 (c) and (d).

Malaysia and Singapore suggest that paragraph 6 (c) be changed as follows:

"Information concerning library collections should cover only printed materials and manuscripts available to users, and should be presented as follows:

(i) Printed materials, including micro-materials, counted by title;
(ii) manuscripts, including autographs, counted by the number of units catalogued";

and that in sub-paragraph (d) (i) the words "including microcopies" should be replaced by "including micro-materials".

The United Kingdom considers there is a very strong case for measuring total stock, items on loan and annual additions in the same units. For printed materials and manuscripts the only unit should be metres of occupied shelving. If the definition of a library includes collections wholly or predominantly consisting of audio-visual materials, it would be highly desirable to extend the statistics referred to in paragraph 6 (c) and (d) to such materials. In any case, the United Kingdom supports the proposal to compile data on microfilm collections, which take up an increasingly important place in many libraries; microfilms would be counted by spools, and other microcopies by physical units.

Switzerland indicates that it agrees to counting collections in metres, but asks whether it is not illogical to count collections in metres and additions by titles and number of units catalogued. It considers that additions should also be counted in metres of occupied shelves.

Observations: There were many comments on these two paragraphs. They give rise to several problems, two of which seem particularly important: the question of the statistical processing of audio-visual materials and that of the selection of the unit of measurement for additions to printed and manuscript materials.

It is true that audio-visual materials occupy a more and more important place in many libraries, whereas this was not taken into account in paragraphs (c) and (d) of the preliminary draft recommendation owing to difficulties in obtaining figures. It did not seem feasible to select an identical unit of measurement for all audio-visual materials, since each type - film, microfilm, microcopy, tape, record, transparency, etc. - has its own unit of measurement. The inclusion of audio-visual materials is worthy of consideration for their use is expanding widely. The realistic solution would perhaps be to confine the listing of audio-visual materials to certain types. In view of the complexity of the problems, however, the suggestions made by the United States of America and the United Kingdom in this connexion were not taken up.

Obviously counting collections by metres of occupied shelves is the only means of allowing for a fair comparison of additions to collections (c) in relation to stocks (d). This method of measurement is difficult to apply to additions for these are immediately distributed on library shelves after they have been entered and catalogued. It is therefore easier to measure them by titles or by entry numbers, using the library's stock registers. For these reasons the suggestions of Finland, Israel, Switzerland and the United Kingdom concerning the measurement of additions by the metre were not accepted. Israel's suggestion that two measuring units be introduced, one for collections and one for additions seemed to lead to further complication, so it was not taken up. Japan's proposal that a standard rate be established for converting the number of volumes in collections into metres of occupied shelves was not followed for two reasons: first, it is impossible to establish a realistic conversion rate; second, measuring collections by the metre does not present any methodological difficulty. It is conceivable that this method of measurement is not very practical in large libraries. Nevertheless, this is not a sufficient reason for abandoning the only method which allows of a fair international comparison. The proposal put forward by Malaysia and Singapore was not accepted either.

It seemed necessary, however, to make some corrections in paragraphs (c) and (d): in the third line of (c) "à domicile" was changed to "au dehors" in the French version; in sub-paragraphs (c) (ii) and (d) (ii) the words "including autographs" were deleted; in sub-paragraph (d) (i) the words "including microcopies" were deleted. These two paragraphs, as amended, now read as follows:

"(c) Collections

Information concerning library collections should cover only printed materials and manuscripts available to users. These two types of materials should be measured in metres of occupied shelves, including an allowance for material on loan, and presented separately, i.e.:

(i) Printed materials
(ii) manuscript materials.

(d) Additions

Statistics relating to additions to collections should cover the following materials only:

(i) Printed materials, counted by title; and
(ii) manuscript materials, counted by the number of units catalogued."

Paragraph 6 (e)

Israel suggests inserting the word "regularly" before the word "received" in the first line.

Observations: This amendment was not taken up owing to the confusion which it might create.

Paragraph 6 (f)

The United States asks for details to be given as to the way in which this sampling should be effected. Finland is doubtful as to the significance and international comparability of such figures.

Israel suggests deleting this paragraph. Malaysia and Singapore suggest deleting the last sentence of the paragraph.

Observations: In view of the observations made concerning paragraph 2(i), and the comments made by Finland and Israel, paragraph 6 (f) was deleted.

Paragraph 6 (g)

Finland observes that it would be impossible to count registered borrowers, at least in Finland, until the lending system was made automatic. Hungary thinks that there is no need to count registered borrowers from school or special libraries. Israel suggests amending the paragraph to read "during the last six months of the specified period" and classifying registered borrowers from public libraries by age group: under 13; 14-17; 18 and over. Malaysia and Singapore propose amending the first sentence to read: "Only borrowers registered for the period specified should be counted".

Observations: Following the suggestion of Malaysia and Singapore, paragraph 6 (g) has been amended to read:

"(g) Number of registered borrowers

Only borrowers registered for the period specified should be counted. The number of registered borrowers should not be counted in the case of special libraries."

Paragraph 6 (h)

Finland considers that libraries for research purposes should be included, which would mean deleting the limitative provision in the last sentence of this paragraph. Hungary is of the opinion that the distinction between printed materials and manuscripts was not of vital importance. Israel suggests amending the title of the paragraph to read: "Number of works loaned for use outside the library premises." and the last sentence to read: "This information should be requested in respect of all libraries which lend materials, excluding special libraries". Malaysia and Singapore made a similar suggestion with regard to the title and suggested that the last sentence be deleted, In the view of the United Kingdom, there is a very strong case for measuring total stock, items on loan, and annual additions, in the same units.

Observations: With regard to the United Kingdom's comment, it does not seem possible to count items on loan, at least printed materials and manuscripts, by metres of occupied shelving unless the number of volumes is arbitrarily converted into metres of occupied shelving. On the other hand, it did seem possible to take into account the suggestions made by Finland, Israel, Malaysia and Singapore with a view to widening the scope of the paragraph to include other categories of library, as also Hungary's observation. The title of the paragraph has been amended to read:

"(h) Number of works loaned out

(i) Printed materials and manuscripts: number of volumes;
(ii) audio-visual materials: number of physical units.

This information should not be requested in respect of special libraries."

If the Committee of Experts adopts this definition it would perhaps be advisable to specify the "physical unit" to be used for each type of audio-visual materials.

Paragraph 6 (i) and (j)

Finland considered that it was more important to count the number of requests which were satisfied than the number of items loaned and that when copies were supplied in lieu of the original items the request should be regarded as the statistical unit, for the number of copies was covered by paragraph 6 (k). Japan did not think it was useful to distinguish between "copies" and "original materials". Malaysia and Singapore suggest amending paragraph 6 (i) to read as follows: "Only loans between separate administrative units should be counted, as follows: Number of materials loaned, counted by volume or physical unit" and paragraph 6 (j) to read "(i) items loaned: Number of materials loaned, counted by volume or physical unit; (ii) items borrowed: Number of materials borrowed, counted by volume or physical unit".

Observations: Finland's observation is very interesting and deserves consideration by the Committee of Experts. Following the suggestions made by Japan, Malaysia and Singapore and the amendments to paragraph 6 (h), paragraphs 6 (i) and (j) were amended to read:

"(i) Interlibrary lending within the country

Only loans between separate administrative units should be counted.

(i) Printed materials and manuscripts loaned, counted by volume;
(ii) audio-visual materials loaned, counted individually.

(j) Interlibrary lending at the international level

(i) Items loaned:

Printed materials and manuscripts, counted by volume;
audio-visual materials, counted individually.

(ii) Items borrowed:

Printed materials and manuscripts, counted by volume;
audio-visual materials, counted individually.

Paragraph 6 (k)

Malaysia and Singapore suggest amending sub-paragraph (ii) to read: "(ii) microfilms by number of metres". The United Kingdom considers that it would be easier and more useful to count the number of volumes or articles copied rather than the total number of pages or microfilm frames.

Observations: Following the suggestion of Malaysia and Singapore, paragraph 6 (k) has been amended to read:

"(k) Photocopies

Copies produced by libraries for their users and those designed to take the place of original materials in interlibrary lending should be counted as follows:

(i) Paper copies by number of sheets;
(ii) microfilms by number of metres;
(iii) microfiches individually."

Paragraph 6 (l)

Following the amendments made to paragraph 2 (l), paragraph 6 (l) has been amended to read:

"(l) Ordinary expenditure:

(i) Total;
(ii) employees;
(iii) acquisitions;
(iv) maintenance of materials;
(v) other.

Paragraph 6 (m)

Following the amendments made to paragraph 2 (m), the French version of paragraph 6 (m) was amended.

Paragraph 6 (n)

Israel is of the opinion that it would be of value to include the percentage of male and female librarians in statistics on employees. Malaysia and Singapore suggest replacing sub-paragraph (ii) by two sub-paragraphs reading as follows: (ii) trained librarians holding a recognized diploma in librarianship: full-time; part-time; (iii) trained librarians not holding a recognized diploma in librarianship: full-time; part-time." Nigeria made a similar suggestion, but put forward different titles for sub-paragraphs (ii) and (iii), viz.: "(ii) trained librarians; (iii) assistant librarian." Viet-Nam suggested classifying library employees in two groups: (ii) trained librarians, (iii) subject specialists".

Observations: Israel's suggestion, which did not appear to present international interest, was not taken up. The proposals of Malaysia, Singapore, Nigeria and Viet-Nam seemed to be in keeping with the revised text of paragraph 2 (n). Paragraph 6 (n) was therefore amended to read:

"(n) Library employees

(i) Total number of employees;
full-time;
part-time.

(ii) trained librarians holding an official diploma in librarianship;
full-time;
part-time;

(iii) trained librarians who have received their training in the form of an extended attachment in a library under supervision;
full-time;
part-time"

Paragraph 6 (o)

The United States observed that this paragraph, which is not applicable to the United States nor to many other countries, should be expanded or deleted. Israel suggested subdividing 6 (o)(i) into three groups: (a) undergraduate university training; (b) graduate college or university training; (c) non-academic training. Malaysia and Singapore proposed amending the paragraph as follows: "(c) Number of trained librarians who completed training during the specified period (i) with formal library qualifications, (ii) without formal library qualifications".

Observations: The comment of the United States seems apposite. The information requested under this head would not suffice for a genuine investigation into the problem of libraries and the situation of librarians. For this, it would be necessary to have information on librarians' salaries and social conditions, the number of librarians who entered or left the service during the period under consideration, etc. Further, paragraph 6 (o) (i) does not take into account librarians trained abroad or foreign librarians trained in the country. It was therefore decided to delete this paragraph.

ANNEX III

DRAFT RECOMMENDATION CONCERNING THE INTERNATIONAL STANDARDIZATION OF LIBRARY STATISTICS

The General Conference of the United Nations Educational, Scientific and Cultural Organization, at its sixteenth session, held in Paris from.....to.....1970,

Considering that, by virtue of Article IV, paragraph 4 of the Constitution, it is for the Organization to draw up and adopt instruments for the international regulation of questions falling within its competence,

Considering that Article VIII of the Constitution provides that "each Member State shall report periodically to the Organization, in a manner to be determined by the General Conference, on its laws, regulations and statistics relating to educational, scientific and cultural life and institutions, and on the action taken upon the recommendations and conventions referred to in Article IV, paragraph 4",

Convinced that it is highly desirable for the national authorities responsible for collecting and communicating library statistics to be guided by certain standards in the matter of definitions, classifications and presentation, in order to improve the international comparability of such statistics,

Having before it, as item... of the agenda of the session, proposals concerning the international standardization of library statistics,

Having decided at its fifteenth session that these proposals should be incorporated in an international instrument, to take the form of a recommendation to Member States,

Adopts the present recommendation this.....day of.....1970:

The General Conference recommends, with a view to the compilation of international statistics, that Member States apply the following provisions concerning definitions, classifications and presentation of library statistics, by adopting measures, in the form of a national law or otherwise, to give effect, within the territories under their jurisdiction, to the standards and principles formulated in the present recommendation.

The General Conference recommends that Member States bring the present recommendation to the attention of authorities and services responsible for collecting and communicating library statistics.

The General Conference recommends that Member States forward to it, by the dates and in the form which it shall prescribe, reports concerning action taken by them upon the present recommendation.

I. SCOPE AND DEFINITIONS

Scope

1. The statistics referred to in the present recommendation should cover libraries, as defined in paragraph 2 (a) below, located in a particular country.

Definitions

2. In compiling the statistics referred to in the present recommendation, the following definitions should be used:

   (a) Library: irrespective of its title, any organized collection of printed, manuscript and audio-visual materials, and the services of a staff to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of its users.

(b) (i) Administrative unit: any independent library, or a group of libraries, under a single director.

(ii) Service point: any library at which is provided in separate quarters a service for users, whether it is an independent library or is part of a larger administrative unit. Independent libraries, central libraries, branch libraries and mobile libraries (library vans, ship libraries, train libraries) are considered as service points. In the case of mobile libraries, each vehicle is counted as a service point, provided that it serves the public directly. A distinction should be drawn between static service points and mobile service points.

(c) Collection: all library materials provided by the library for its clientele.

(d) Addition: all materials added to collections during a specified period, whether by purchase, donation, exchange or any other method.

(e) Materials: all printed, manuscript and audio-visual materials.

(f) Printed materials: any printed work whatever its title (book, pamphlet, periodical, journal, poster, folder, picture, geographical map, etc.).

(g) Manuscript materials: any handwritten or typewritten work.

(h) Audio-visual materials: all collection materials other than printed or manuscript works, such as films, microcopies, lantern slides, gramophone records, tape-recordings, from which recorded pictures or sound can only be reproduced by means of the appropriate apparatus.

(i) The term printed includes all the various reproduction methods, whatever their nature.

(j) Periodicals: printed publications constituting one issue in a continuous series under the same title, published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in this definition.

(k) Title: a term used to describe a printed or manuscript item which forms a separate whole, whether issued in one or several volumes.

(l) Volume: a physical unit constituted by printed or manuscript materials, whether it forms part of a work of one, or of several bound items, kept in a box, strung together or otherwise grouped as a whole.

(m) Library user: a person utilizing the services of the library.

(n) Registered borrower: a person entitled to borrow collection materials from the library for use outside the library.

(o) Ordinary expenditure: all expenditure incurred in the running of the library, i.e. costs relating to employees, acquisition of items, maintenance of materials and other expenditure.

(i) Employees: the total amount of money spent on salaries and wages, allowances and other related costs;

(ii) Acquisitions: the cost of all items (printed, manuscript and audio-visual materials) added to the library during the specified period;

(iii) Maintenance of materials: the cost of binding and repair of materials, including expenditure on pamphlet boxes, file covers, etc. used for preserving library materials.

(iv) Other ordinary expenditure: the cost of maintenance and repair of buildings, replacement and repair of furniture, heating and lighting, etc.

(p) Capital expenditure: expenditure incurred in the acquisition of or the addition to capital assets, i.e. building sites, new buildings and extensions, materials (initial holdings of collections) equipment and furniture for the new or enlarged buildings.

(q) Trained librarian: all persons who have received a general training in library methods and techniques:

(i) by formal methods, leading to the award of a State-recognized diploma; or
(ii) by an extended attachment in a library under supervision.

II. CLASSIFICATION OF LIBRARIES

3. Each of the libraries covered by the definition set out in paragraph 2 (a) above should be classified in one of the following six categories:

(a) National libraries: libraries which, irrespective of their title, are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a "deposit" library, either by law or under other arrangements. Libraries which may be called "national" but whose functions do not correspond to the above definition should not be put in the "national libraries" category.

(b) University libraries: those primarily serving students and teachers in universities and other institutions of education at the third level. They may be open to the general public as well. A distinction should be made between:

(i) university libraries proper, i.e. libraries of universities, faculties, institutes or university departments; and
(ii) libraries of institutions of education at the third level not forming part of a university.

(c) School libraries: those attached to all types of schools below the level of education at the third level and serving primarily the teachers and pupils of such schools, even though they may also be open to the general public.

Separate collections for the use of several classes in the same school should be regarded as a single library, which should be counted as an administrative unit or service point, according to the definitions given in paragraph 2 (b).

(d) Special libraries: those maintained by an association, government service, parliament, research institution (excluding university institutes), learned society, professional association, museum, business firm, industrial enterprise, chamber of commerce, etc. or other organized group, the greater part of their collections being in a specific field or subject, e.g. natural sciences, social sciences, agriculture, chemistry, medicine, economics, engineering, law history. A distinction should be made between:

(i) libraries which provide materials and services to all members of the public who need them; and
(ii) those libraries whose collections and services are for the most part designed to provide for the information needs of their primary clientele, even if in some cases they serve the information needs of specialists outside the group responsible for their maintenance.

(e) Public (or popular) libraries: those which serve the population of a community or region free of charge or for a nominal fee; they may serve the general public or special categories of users such as children, members of the armed forces, hospital patients, prisoners, workers, and employees. A distinction should be made between:

(i) public libraries proper, i.e. those libraries receiving financial support, in whole or in large part, from the public authorities (municipal or regional libraries); and
(ii) libraries financed from private sources.

4. University, special, school and public libraries considered to be "administrative units" should, in addition, be classified in one of the following three groups, according to the size of their collections:

(a) University, special and public libraries:

(i) libraries with up to 250 metres of occupied shelves (up to 10,000 volumes);

(ii) libraries with from 250 to 625 metres of occupied shelves (10,001-25,000 volumes);

(iii) libraries with from 625 to 1,250 metres of occupied shelves (25,001-50,000 volumes);

(iv) libraries with from 1,250 to 2,500 metres of occupied shelves (50,001-100,000 volumes);

(v) libraries with more than 2,500 metres of occupied shelves (more than 100,000 volumes);

(b) School libraries:

(i) libraries with up to 50 metres of occupied shelves (up to 2,000 volumes);

(ii) libraries with from 50 to 125 metres of occupied shelves (2,001-5,000 volumes);

(iii) libraries with from 125 to 250 metres of occupied shelves (5,001-10,000 volumes);

(iv) libraries with from 250 to 625 metres of occupied shelves (10,001-25,000 volumes);

(v) libraries with more than 625 metres of occupied shelves (more than 25,000 volumes).

5. Each library should appear in one only of the categories mentioned in paragraph 3, according to its primary function.

III. REPORTING OF STATISTICAL DATA

6. Statistics referred to in the present recommendation should be drawn up at regular intervals not exceeding three years. The information given should be presented in conformity with the provisions of paragraphs 2 to 5. Attention should be drawn to any differences between the definitions and classifications contained in this recommendation and those customarily used at the national level.

7. Library statistics should, unless otherwise stated, cover all the following types of data:

(a) Number of libraries:

(i) administrative units
(ii) service points
(b) static
mobile

(b) Population served

(i) by public libraries, i.e. the total number of inhabitants in the districts served by the public library network;

(ii) by school libraries, i.e. the total number of pupils and teachers in primary and secondary schools provided with school library services;

(iii) by university libraries, i.e. the total number of students and teaching staff in universities and other institutions of education at the third level provided with university library services.

(c) Collections

Information concerning library collections should cover only printed materials and manuscripts available to users. These two types of materials should be measured in metres of occupied shelves, including an allowance for material on loan, and presented separately, i.e.:

(i) printed materials;
(ii) manuscript materials.

(d) Additions

Statistics relating to additions to collections should cover the following materials only:

(i) printed materials, counted by title; and
(ii) manuscript materials, counted by the number of units catalogued.

(e) Number of titles of current periodicals: the number of titles of periodicals received by the library during the specified period.

(f) Number of registered borrowers

Only borrowers registered for the specified period should be counted. The number of registered borrowers should not be counted in the case of special libraries.

(g) Number of works loaned out

(i) printed materials and manuscripts: number of volumes;
(ii) audio-visual materials: number of physical units.

This information should not be supplied in respect of special libraries.

(h) Interlibrary lending within the country

Only loans between separate administrative units should be counted.

(i) number of printed materials and manuscripts loaned, counted by volume;
(ii) audio-visual materials loaned, counted individually.

(i) Interlibrary lending at the international level

(i) items loaned:

printed materials and manuscripts, counted by volume;
audio-visual materials, counted individually.

(ii) items borrowed:

printed materials and manuscripts, counted by volume;
audio-visual materials, counted individually.

(j) Photocopies

Copies produced by libraries for their users, and those designed to take the place of original materials in interlibrary lending should be counted as follows:

(i) paper copies by number of sheets;
(ii) microfilms by number of metres;
(iii) microfiches individually.

(k) Ordinary expenditure

(i) total;
(ii) employees;
(iii) acquisitions;
(iv) maintenance of materials;
(v) other.

(l) Capital expenditure

(i) total;
(ii) building sites and buildings
(iii) other.

(m) Library employees

(i) total number of employees;

full-time
part-time;

(ii) trained librarians holding an official diploma in librarianship

full-time
part-time;

(iii) trained librarians who have received their training in the form of an extended attachment under supervision in a library

full-time
part-time.